SNS Supply Chain Dashboard
Manufacturer (Data Collection Monthly)

Quick Reference Guide

Quick Tips

Logging in to CIT

1. Access Secure Data Network (SDN) at **http://sdn.cdc.gov** and type your challenge phrase.

2. The **SDN Activity Page** displays.

3. Select **SNS Supply Chain Dashboard**. The **Purpose and Confidentiality Statement** page displays.

   Note: If you do not have a SDN digital certificate, contact the PHIN Helpdesk using the contact information below.

Getting Help

Click **Help** on the navigation panel and then click **Online Help** to display the online help system.

Note: You may also access the Online Help system by clicking the **Need Help?** link at the top of each screen in the application.

Contact the **PHIN Help Desk**
Phone: (800) 532-9929
Email: PHINTECH@cdc.gov
Hours: M – F, 8:00 A.M. – 8:00 P.M. Eastern Time

Entering Manufacturer's Monthly Data

This type of data entry entails the following:

- Entering expected production for the next 12 months for use in the United States
- Entering quantity of production each month that is uncommitted and available for purchase

1. If **Data Collection** is not displayed, click **Data Collection** in the navigation panel and click **Monthly Data Entry**.

2. The information in the **Provider** field varies by user. Which type of user are you?

   - **Manufacturer**: The **Provider** field defaults to the business entity for which you are authorized to enter data.
   - **Global Administrator**: In the **Provider** field, select the manufacturing data provider for which you are entering data.

3. In the **Date as of** field, specify the date for which you are entering data. Do one of the following:

   - Enter the date in mm-dd-yyyy format.
   - Click in the field to display a calendar, and then select the date.

4. In the **Product Family** field, select the countermeasures you are entering totals for (antiviral drugs or respiratory protective devices).

5. Click the **Go** button. The form to enter the data displays.

   - Any data that has already been entered for the date displayed in the **Date as of** field is shown in the form.

6. Enter production totals and uncommitted totals for up to 12 months in the future.

   - If you are a **Manufacturer**, you can enter production totals for today's date or a future date, but not for a date in the past. Additionally, you can view, but not modify, past data.

7. Click the **Save** button. The system saves the information you entered.

8. Click the **Close** button to exit the system.